



14 JANUARY 2003

Services

PORT MORTUARY PROGRAM

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OPR: HQ AFRC/SVX (Chief Von Putman)

Certified by: HQ AFRC/SV (Robert N. Bemis)

Pages: 9

Distribution: F

This volume implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*. This instruction describes policy and procedures for managing the Air Force Reserve Command Services (AFRC/SV) Port Mortuary program. The Port Mortuary program organizes and trains Air Force Reserve Services forces to serve in support of the Dover Port Mortuary during wartime and peacetime mass fatality operations. This instruction is to be used in conjunction with AFI 10-214, *Air Force Prime RIBS Program*, AMC Manual 34-501, *Mass Fatality Management*, and AFI 44-153, *Critical Incident Stress Management*.

1. Responsibilities:

1.1. HQ AFRC Services Plans and Force Management Division (HQ AFRC/SVX):

1.1.1. Serves as the office of primary responsibility for AFRC Port Mortuary (PM) program policy and guidance. Serves as the functional manager for Reserve port mortuary readiness and contingency planning issues.

1.1.2. Executes the Prime RIBS program and designates a command program manager. Identifies port mortuary teams for deployment based on Air Expeditionary Force (AEF) taskings, mission requirements, and personnel availability. Evaluates program effectiveness of assigned units ensuring conformance with training requirements and Unit Type Code (UTC) taskings. Receives after-action reports and distributes to applicable Services staffs and units.

1.1.3. Jointly reviews port mortuary training requirements and content on a biennial basis with HQ AMC/SVX. In coordination with AFSVA/SVO/SVX and HQ AMC/SVX prepares training materials, plans biennial port mortuary training and develops/distributes training schedules. Allocates and manages training quotas to ensure maximum utilization.

1.1.4. Chairs AFRC Port Mortuary meetings when necessary with Numbered Air Force (NAF) Air Reserve Technicians (ARTs), Unit ARTs and Unit Port Mortuary Program Managers. The pur-

pose of the meetings is to discuss lessons learned and make recommendations to HQ AMC/SVX and the Dover Port Mortuary Director.

1.2. HQ AFRC Office of the Command Chaplain (HQ AFRC/HC):

1.2.1. Basic Critical Incident Stress Management (CISM) or its equivalent training is a prerequisite for all chaplain service port mortuary participants. HQ AFRC/HC will maintain and monitor a training roster ensuring chaplain service personnel are properly trained prior to port mortuary involvement.

1.2.2. HQ AFRC/HC will ensure that designated AFRC unit chaplains and chaplain assistants attend at least one port mortuary training session, and if possible, one real-world event with their respective SV personnel. Training and real-world experience is to be coordinated through 436 AW/HC (Dover AFB) and HQ AMC/HC. The purpose of real-world training is to provide AFRC chaplain service members a genuine understanding of the unique demands of port mortuary service and the significance of post-event support.

1.2.3. Chaplain service response will align itself with the HQ AFRC/SV AEF rotation schedule outlined in paragraph 5. When assigned units are on-call in a 90-day status, the corresponding chaplain service teams will be on call to respond as indicated in paragraph 1.2.4.

1.2.4. Upon the event of a mass fatality, the port mortuary director will notify the 436 AW/HC Wing Chaplain of the number of port mortuary personnel supporting the preparation of human remains. The 436th Wing Chaplain, as primary OPR, will determine the chaplain service requirement to serve the port mortuary staff. Based on the requirement, 436 AW/HC will coordinate with HQ AFRC/HC through HQ AMC/HC for Category A reserve chaplain and chaplain assistant support. Reserve support will report to 436 AW/HC for assigned duty upon arrival at Dover AFB. When requirements demand additional support, 436 AW/HC will raise requirements through HQ AMC/HC to HQ AFRC/HC.

1.2.5. HQ AFRC/HC will ensure chaplain service personnel at unit of origin, provide support as noted in paragraph 1.4.5. This can be accomplished whether or not the chaplain service team accompanies the unit to the port mortuary and underscores the need for training outlined in paragraph 1.2.1.

1.2.6. Local funds will be used to fund chaplain/chaplain assistant support.

1.2.7. Award submission for HQ AFRC/HC response to mass fatality incidents will be forwarded to HQ AFRC/SV and follow guidance as outlined in paragraph 7.

1.3. Mission Support Commander/Services Commander/Services Officer In Charge (OIC) Division Chief:

1.3.1. Appoints in writing a unit port mortuary program manager.

1.3.2. Ensures port mortuary team receives support to deploy on short notice. Develops detailed deployment plan and recall pyramid for response to mass fatality events. Develops local contingency response plans/contracts to sustain Services operations when Unit Type Code (UTC) is deployed. Submits after-action reports to HQ AFRC/SVX within 30 days of return from deployment using the prescribed electronic format. Submits and signs appropriate decoration Report of Individual Personnel (RIP) to HQ AFRC/SVX for team members who are entitled to receive awards during the time deployed.

1.3.3. Monitors port mortuary team manning, training, and equipment. Also ensures funding support.

1.3.4. Approves the annual home station training (HST) plan and ensures training requirements are met. Receives updates on individual training status. Ensures team members receive Critical Incident Stress Management (CISM) overview according to AFI 44-153.

1.3.5. Maintains unit focus on wartime support mission and deconflicts scheduled deployments and taskings, i.e., Operation Readiness Inspections, exercises, Deployments for Training (DFTs) that may interfere with Port Mortuary AEF responsibilities. Validates unit Status of Resources and Training (SORTS) report and assesses team qualification to perform UTC mission.

1.4. Unit Port Mortuary Program Monitor:

1.4.1. May also be trained as a Prime RIBS Program Manager.

1.4.2. Maintains unit Design Operational Capability (DOC) statement and postures team accordingly. Annually reviews DOC statement and briefs unit commanders/division chiefs on any changes. Ensures monthly SORTS report is updated.

1.4.3. Monitors port mortuary training requirements for each unit member. Untrained members will not participate in real-world mass fatality events. Updates short-notice deployment availability list. Ensures team members are aware of their AEF vulnerability period.

1.4.4. Ensures after-action reports are submitted to unit commanders/division chiefs for coordination prior to forwarding to HQ AFRC/SVX.

1.4.5. Receives training on CISM and ensures each team member receives CISM debriefings before returning to home station. In addition, a follow-up CISM debriefing will be required within 30 days upon arrival at home station unit with a chaplain staff member present.

1.4.6. Documents and keeps track of the number of Military Personnel Appropriation (MPA) and Reserve Personnel Appropriation (RPA) days each member is deployed in support of port mortuary events and other Prime RIBS missions (training, exercises, real-world). Local RPA man-days cannot be used to support active duty port mortuary missions. Keeps copies of paid travel vouchers on members deployed and sends to HQ AFRC/SVX upon termination of tasking.

2. Training:

2.1. All Services military personnel undergo Prime RIBS training. This covers the full range of activities demanded in a contingency environment as identified in the Services Career Field Education and Training Plan (CFETP).

2.2. Port mortuary team members will be trained in AFSC skill level requirements during annual tours and inactive duty training periods.

2.3. Team members will not participate in real-world mass fatality taskings prior to completion of port mortuary training. This also applies to HQ AFRC Services and Chaplain staff. HQ AFRC/SVX and Dover Port Mortuary director must approve exceptions.

2.4. All port mortuary team members are required to complete Home Station Training (HST) identified in [Table 1.](#) and CFETP.

- 2.4.1. The primary wartime job for port mortuary team members will be to augment the Dover Port Mortuary. Team members will be trained and certified prior to operating any field equipment.
- 2.4.2. HST consists of computer-based training (CBT), self-study guides, classroom instruction, hands-on equipment training, and ancillary training such as weapons qualification, Blood Borne Pathogens, Nuclear, Biological, and Chemical (NBC) warfare training, and Self-Aid and Buddy Care.
- 2.4.3. Services units must equip themselves for HST as authorized in applicable Allowance Standards, Part M, Prime RIBS Training Equipment. All port mortuary UTCs except generation in-place units are required to maintain mobility gear equipment and weapons.
- 2.4.4. Attendance at scheduled port mortuary training classes will replace annual HST requirements for Mortuary Affairs, CISM, Personal Effects, Uniform Preparation, Blood Borne Pathogens, and Team Building.
- 2.4.5. Recommend a minimum of 30 percent of personnel postured on a Port Mortuary (PM) UTC team are trained on specialized vehicles (2-1/2 ton, 1-1/2 ton, and forklift).

Skill Level (See Note 1)	Mortuary Affairs (See Note 2)	CISM	Personal Effects	Uniform Preparation	Blood Borne Pathogens	Team Building
5-level	Yes	Yes	Yes	Yes	Yes	Yes
7-level	Yes	Yes	Yes	Yes	Yes	Yes
9-level	Yes	Yes	Yes	Yes	Yes	Yes
Officers / Chiefs	Yes	Yes	Yes	Yes	Yes	Yes
Skill Level	Force Beddown	Sanitation	Wartime Mortuary Operations	Search & Recovery	Immersion Heater	M-2, M-59
5-level	No	Yes	Yes	Yes*	Yes*	Yes *
7-level	Yes	Yes	Yes	Yes*	Yes*	Yes *
9-level	Yes	Yes	Yes	Yes*	No	No
Officers / Chiefs	Yes	Yes	Yes	Yes*	No	No
Skill Level	Fitness & Sports	Feeding Menu Plan	Feeding Meal Prep	Feeding SDC**	NAF Accounting	
5-level	Yes	Yes	No	No	Yes	
7-level	Yes	Yes	No	No	Yes	
9-level	Yes	No	No	No	Yes	
Officers / Chiefs	No	No	No	No	Yes	
Skill Level	Tentage	70,000BTU	Lodging	Recreation Centers		
5-level	Yes*	Yes*	Yes	Yes		
7-level	Yes*	Yes*	Yes	Yes		
9-level	Yes*	Yes*	No	Yes		
Officers / Chiefs	Yes*	Yes*	No	No		

* Once a year familiarization training (primarily to identify safety concerns)

** Subsistence Distribution Center

NOTES:

1. Skill levels:
 - 5-level – SSgt and below
 - 7-level – TSgt and MSgt
 - 9-level – SMSgt
2. HST classes for Mortuary Affairs should familiarize team members with applicable AFIs and AFMANs covering Mortuary Affairs.

2.5. All port mortuary team members must complete initial Services Combat Training (SCT). Enlisted personnel can receive credit for initial SCT by attending the 3M031 Services Apprentice Course or attending an AFSVA certified SCT course. Officers can receive credit for initial SCT by attending the Air Force Institute of Technology (AFIT) Officer Field Education Course or attending an Air Force Services Agency (AFSA) certified SCT course.

2.5.1. Once initial SCT training is completed port mortuary team members are required to attend SORTS-reportable biennial training at the Dover Port Mortuary. Team members who supported real-world mass fatality incidents at the Dover Port Mortuary within 12 months of biennial training will be exempt for two years beginning the day after release from a real-world tasking.

2.5.2. Units tasked with both a port mortuary UTC and an AEF UTC may elect to send personnel from the port mortuary UTC to SCT on a recurring basis based on mission needs and approval from the reserve installation commander. Team members will attend SCT on the same cycle as non-critical personnel every 45 months.

3. Status of Resources and Training (SORTS) Reporting. All port mortuary tasked UTCs will report team status through the SORTS reporting system which will reflect personnel and training requirements only. Team kits are not required as all equipment and supplies are pre-positioned at the port mortuary.

4. Deployment Preparation Training. All Prime RIBS personnel assigned to a UTC will receive training in accordance with AFI 10-403, Deployment Planning.

5. AEF Support and Taskings . Each deployable UTC is aligned in support of an AEF rotation and port mortuary teams have been apportioned across the 10 AEF rotations. Each team is in a 90-day on-call status once every 15-month AEF cycle. This provides team members advance notice and predictability on when they could be tasked to augment the port mortuary. The 512 MAS and 349 MAS will be on continuous on-call duty.

AEF 1 911 SVS Pittsburgh AEF 2 459 SVF Andrews

AEF 3 914 SVS Niagara AEF 4 514 SVF McGuire

AEF 7 934 SVS Minn-St Paul AEF 6 940 SVF Beale

AEF 9 315 MSS Charleston AEF 8 446 SVF McChord

NOTE: AEF 5 and 10 are assigned to active duty UTCs

5.1. AFRC/SVX will initiate a recall of the port mortuary UTCs when a real-world mass fatality event occurs. The in-place teams at 512 MAS, Dover AFB and 349 MAS, Travis AFB will be alternately contacted. Subsequently the AFRC team(s) identified in the 90-day AEF cycle will be notified. If additional volunteers are needed, teams not in the AEF cycle will be contacted to provide further support.

5.2. Units on-call in the AEF cycle will maintain a roster of no-notice volunteers and forward to their NAF who will coordinate with HQ AFRC/SVX. The 512 MAS and 349 MAS will maintain a no-notice volunteer list 365 days a year. All other port mortuary tasked units will maintain a no-notice list during their 90-day AEF rotation. Team members must notify their unit POC of any changes in their availability roster.

5.3. The unit port mortuary program monitor will ensure that all members have completed port mortuary training and are aware of their AEF vulnerability period. It is the responsibility of each team member to prepare in advance and make his or her employer aware of the possibility for a short-notice tasking during this period.

6. Notification and Deployment Procedures in Response to Mass Fatality Incidents:

6.1. HQ AMC/SVX:

6.1.1. Identifies to HQ AFRC/SVX the number of port mortuary volunteers required and the reporting date and time.

6.1.2. Approves the volunteer list provided by HQ AFRC/SVX, noting number of officers and enlisted. Volunteers who respond directly to HQ AMC/SVX and the Dover Port Mortuary will not be accepted. All volunteer responses must come through HQ AFRC/SVX.

6.1.3. Provides Command Manday Allocation System (CMAS) message to HQ AFRC/SVX and responding units. Units will not use local RPA funds to support a port mortuary mass fatality incident.

6.2. : HQ AFRC/SVX:

6.2.1. Receives notification of tasking from HQ AMC/SVX and immediately notifies the following:

6.2.1.1. NAF (RSG/SVX) Air Reserve Technicians (ARTs) to notify Services ARTs of PM UTCs on-call based on the AEF template and Services ARTs at remaining locations (those not on-call for AEF). NOTE: If unavailable, HQ AFRC/SVX will immediately call unit ARTs for names.

6.2.1.2. 512 MAS ART and 349 MAS ART to recall volunteers. At that time, HQ AFRC/SVX will obtain names of unit volunteers on their no-notice roster.

6.2.1.3. Services ARTS of PM UTCs will obtain names of volunteers on their no-notice recall roster and forward to NAF ARTs.

6.2.1.4. DOOM to schedule military air and arrange pick-up of port mortuary teams if commercial air travel is not available.

6.2.1.5. When AFRC Crisis Action Team (CAT) is in operation will flow information to NAF

CATs and battle staffs for coordination purposes.

6.2.2. Consolidates list of unit volunteers and forwards to HQ AMC/SVX, and to the Dover Port Mortuary director who will determine security requirements and coordinate lodging.

6.2.3. HQ AFRC/SVX will inform units of individuals selected to deploy to the Dover Port Mortuary and will verify receipt of fund cites and provide reporting instructions. All other teams will be notified to terminate recall.

6.2.4. Tracks and designates OIC of PM teams based on date of rank. Forwards name of troop commander to HQ AMC/SVX and Dover Port Mortuary.

6.3. NAF (RSG/SVX) ARTs NAF (RSG/SVX) ARTs. NAF (RSG/SVX) ARTs will assist HQ AFRC/SVX as required to meet mission needs.

6.4. Port Mortuary Teams with UTCs in AEF On-Call Status. Services ART will:

6.4.1. Receive notification of tasking from HQ AFRC/SVX and respond with number of no-notice volunteers upon initial phone notification. Units will not report to Dover Port Mortuary prior to receiving official notification of selection from HQ AFRC/SVX and will not send more volunteers than what has been reported to HQ AFRC/SVX.

6.4.2. Contact their unit, squadron, and group chain of command to keep them informed of the deployment process. In addition they will coordinate with the base government travel office for travel reservations and rental car if required. The Financial Management Office (FMO) will review tasking message before preparing travel orders.

6.4.3. Prepare MPA orders in accordance with local FMO directives and ensure orders reflect individuals who will be authorized rental vehicles. MPA orders will also reflect "government meals not available or directed". Due to time constraints and hygiene considerations, individuals may not be able to leave the port mortuary building for meals and recommend meals be provided at the site.

6.4.4. Contact the ART at 512th Mortuary Affairs Squadron, Dover AFB who will serve as a liaison for lodging and arrange reservations for the team. It is recommended that the unit ART confirm lodging reservations and reporting instructions before departure. HQ AFRC/SVX and NAF (RSG/SVX) will be provided with a copy of travel arrangements.

6.4.5. Maintain a deployment folder/events log. Team chief should maintain and update deployment folder for future reference and ensure an after-action report is completed within 30 days of return from deployment.

6.5. Port Mortuary Teams Not In AEF On-Call Status. Port mortuary teams not in AEF on-call status will be in standby status.

7. Awards and Recognition. Awards and recognition are a key element to the successful sustainment of a mission-ready team. Everyone cannot do this difficult tasking and reservists should be acknowledged for exceeding the normal call of duty when responding to these unfortunate tragedies.

7.1. HQ AFRC/SVX will advise HQ AFRC/PA of Air Force Reserve Command's involvement and participation in major mass fatality incidents.

7.2. HQ AMC/SV provides certificates of appreciation and a unit plaque for each major incident participation. AFRC/SVX will review and ensure all names and personnel data are correct. Incorrect information will be returned for re-accomplishment. AFRC/SVX will prepare an appropriate transmittal memo from AFRC/SV to the applicable AFRC wing commander with endorsements from AMC/SV.

7.3. Decorations are warranted for outstanding and unmistakably exceptional service in accordance with AFI 36-2803, The Air Force Awards and Decorations Program. AFRC units that participated will request and complete decoration RIP requirements with signature of supervisor and commander. This can be mailed or faxed to AFRC/SVX immediately following the deployment. To ensure standardization, HQ AFRC/SVX will prepare and submit a group award within 90 days after the Dover Port Mortuary tasking.

7.4. HQ AFRC/SVX will maintain a spreadsheet of all individuals who participated in mass fatality incidents to include awards submitted and approved.

7.5. With individual team member concurrence HQ AFRC/SVX will acknowledge civilian employer's support with a personal memo signed by the AFRC/CV.

JAMES E. SHERRARD III, Lt General, USAF
Commander